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ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT
NOTIFICATION

Port Blair, dated the 10th June, 2010

No. 116/2010/F.No. 6-13/2009-Jail.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Govt. of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated 11th April, 1960 and in supersession of previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules to regulating the method of recruitment to “Group ‘C’” posts of Chief Head Warder, Head Warder, Warder, Record Keeper, Peon, Safaiwala, Cook, Barber and Mast Lasker/ Helper borne in the Jail Department of the Andaman and Nicobar Administration, namely:-

1. Short Title and Commencement:—

- (i) These rules may be called the Andaman and Nicobar Islands (Sub-ordinate Service in Jail Department) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay:—

The number of said posts, classification and the scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

3. Method of Recruitment, Age limit and other Qualifications etc.:—

The method of recruitment, age limit, qualifications and other matters relating to the posts shall be as specified in paras 5 to 15 of the Schedule.

4. Disqualification:— No person—

- (i) who has entered into or contracted a marriage with any person having spouse living,
OR
 - (ii) who, having spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

5. Power to Relax:—

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving:—

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order of the Lieutenant Governor,
Andaman & Nicobar Islands.

Sd/-
(Rizwanullah)
Deputy Secretary (Jail)

SCHEDULE –I

**DRAFT RECRUITMENT RULES FOR THE POST OF CHIEF HEAD WARDER IN THE
ANDAMAN & NICOBAR PRISON DEPARTMENT**

1.	Name of post	CHIEF HEAD WARDER
2.	No. of posts	04 (Four) *2010 *Subject to variation dependent on workload
3.	Classification	Jail Subordinate General Civil Service Group 'C' (Non-Gazetted), Non-Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or Non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules ?	NA
7.	Age limit for direct recruit	NA
8.	Educational qualifications required for direct recruitment	NA
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees ?	NA
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by deputation or by transfer and percentage of vacancy to be filled by various methods	100% by Promotion

12.	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	Promotion:- From the Head Warder working in the department in the pay in PB-1 Rs.5200-20200 + Grade Pay Rs. 2000 with 5 years regular services in the grade.
13.	If a DPC exists, what is its composition?	Group 'C' Departmental Promotion Committee (for Promotion) consisting of : (i) IG, Prisons — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF CHIEF HEAD WARDER

- i. To look after the security, custody, discipline.
- ii. Searches and counting of prisoners.
- iii. Opening and locking-up of the prison.
- iv. Reporting defects and short comings in prison buildings, walls, locks, lighting arrangements, bars taking care of the custody of locks and keys, handcuffs and other security equipment.
- v. Care and welfare of prisoners.
- vi. Maintenance of discipline in institutional premises, gates, quarantine, barracks, dormitories, cells woodsheds, punishment yards, segregation yards, hospital, kitchen, farm and in every other section of the institution.
- vii. Sanitation and hygiene in areas under his charge.
- viii. Guarding and sentry duties.
- ix. Escorting prisoners for work, supervision of their work, care and custody of tools, property, equipment, dead stock and livestock.
- x. Supervision of distribution of food, canteen articles and inmate equipment.
- xi. Helping the technical personnel in work sheds, management and discipline, helping agricultural personnel in all related matters.
- xii. Discipline in areas where education, cultural and recreational activities are conducted.
- xiii. Reporting violations of discipline to appropriate officers for taking immediate action as per rules.
- xiv. Observing habits and behaviour patterns of inmates and reporting the same to the authorities concerned helping inmates improve their habits and attitudes.
- xv. Taking preventive and control measures for all emergency situations.
- xvi. Discipline in staff quarters.
- xvii. P.T., drill parades and emergency practice.
- xviii. Any other work assigned by the controlling officer.

SCHEDULE -II**DRAFT RECRUITMENT RULES FOR THE POST OF HEAD WARDER IN THE
ANDAMAN & NICOBAR PRISON DEPARTMENT**

1.	Name of post	HEAD WARDER
2.	No. of posts	15 (Fifteen) *2010 *Subject to variation dependent on workload
3.	Classification	Jail Subordinate General Civil Service Group 'C' (Non-Gazetted), Non-Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs. 5200-20200 + GP Rs. 2000
5.	Whether selection post or Non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules ?	NA
7.	Age limit for direct recruit	NA
8.	Educational qualifications required for direct recruitment	NA
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees ?	NA
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by deputation or by transfer and percentage of vacancy to be filled by various methods	100% by Promotion
12.	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption is to be made	PROMOTION:- From Warder working in the department in the pay in PB-1 Rs.5200-20200 with Grade Pay Rs. 1800 who possess educational qualification of Xth pass and have rendered 5 years services in the grade. NOTE:- The candidates promoted as Head Warder has to undergo in service training at Jail Training Institute.
13.	If a DPC exists, what is its composition?	<u>Group 'C' Departmental Promotion Committee considering (for Promotion) consisting of :</u> (i) IG (Prisons) — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF HEAD WARDER

- To supervise the Warders subordinate to him in discharge of their duties. The posts and duties of warders shall be frequently changed.
- Be responsible for their appearance and discipline. Any Warder improperly dressed while on duty shall be reported by the Head Warder.
- Enforce strict compliance on the part of both Warders and Prisoners with all rules of the department and report every breach thereof to the Jailor/Superintendent. Should it be proved that any Head Warder willfully neglected to report breach of discipline of which he is cognizant, he shall be liable to severe disciplinary action.

- d) Assist the Jailor in all routine/duties.
- e) Open the sleeping wards each morning and count the inmates.
- f) See that no dirt or litter is allowed to lie about the judicial lock-up and that the drains are kept clean.
- g) See that wards are clean and ventilated during day times and that the beddings are properly folded and arranged and that the beddings and clothings are well aired.
- h) Cause all gratings, doors and the like to be secured and satisfy himself from time to time that they are secured.
- i) Search and lock-up the prisoners at the prescribed time.
- j) Any other work assigned by the controlling officer.

SCHEDULE -III**DRAFT RECRUITMENT RULES FOR THE POST OF WARDER IN THE
ANDAMAN & NICOBAR PRISON DEPARTMENT**

1.	Name of post	WARDER
2.	No. of posts	Male-62, Female-09 (Sixty Nine) *2010 *Subject to variation dependent on workload
3.	Classification	Jail Subordinate General Civil Service Group 'C' (Non-Gazetted), Non-Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or Non-selection post	NA
6.	Age limit for direct recruit	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instruction/orders issued by Central Govt. from time to time). Note: The crucial date for determining the age limit shall be the closing date for the receipt of name/ applications from Employment Exchange/ Candidates.
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules ?	No
8.	Educational qualifications required for direct recruitment	i) Secondary School Examination (Xth Std.) pass from a recognized Board/Institution. ii) Physical Standard as per Jail Manual, 2004. iii) Ability to read & write Hindi Or English.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees ?	Not Applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by deputation or by transfer and percentage of vacancy to be filled by various methods	100% by Direct Recruitment

12.	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption is to be made	NA
13.	If a DPC exists, what is its composition?	Group 'C' Departmental Promotion Committee considering (for Promotion) consisting of : (i) IG (Prisons) — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF WARDER

- a) To count the prisoners made over to them and to declare their number to the Head Warder.
- b) Stand on patrol whilst on duty. In no circumstances may a warder take off his belt and lie or sit down whilst on duty.
- c) Search all prisoners during their watch and report the discovery of any prohibited articles, if any.
- d) Prevent the use of any drugs or possession of money or unauthorized articles of good.
- e) Report breach of judicial lock-up/sub-jails rules.
- f) Prevent all loud talking, laughing, singing or playing except in an authorized manner as stated above. Prevent quarrelling and other unseemly behaviour.
- g) See that no prisoner leaves his own enclosure without authority or communicates with any other fellow prisoner with whom he has no proper concern or with any outsider.
- h) See that no dirt or litter is allowed to lie about and that drains are kept clean.
- i) Report prisoners urinating or defecating into the drains, or in any place other than the place provided for the purpose.
- j) See that cleanliness of the prisoner's clothing, bedding, places, katoras and arrangements of their kits and see that bedding is aired properly.
- k) Bring to the notice of the Head Warder any sign of sickness of any prisoner or any prisoner complaining of sickness.
- l) Report any plots against the Judicial lock-up/sub-jail authority of the purpose of escaping, assault, outbreak or of obtaining for hidden articles and every breach of judicial lock-up/sub-jails rules.
- m) Report any case of willful damage to clothing or any other property of the judicial lock-up/ sub-jail.
- n) Prepare prisoners for muster and parades and see that prisoners behave well and keep silence.
- o) Report at once to the Head Warder or to the responsible officer the fact of any prisoner found missing.
- p) Remain fully and constantly alert while on duty.
- q) Any other work assigned by the controlling officer.

SCHEDULE -IV**DRAFT RECRUITMENT RULES FOR THE POST OF RECORD KEEPER IN THE
ANDAMAN & NICOBAR PRISON DEPARTMENT**

1.	Name of post	RECORD KEEPER
2.	No. of post	01 (One) *2010 *Subject to variation dependent upon workload
3.	Classification	General Central Service, Group 'C' (Non-Gazetted), Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs. 5200-20200 + GP Rs. 1900
5.	Whether selection post or Non-selection post	Selection
6.	Age limit for direct recruit	Not Applicable
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules ?	No
8.	Educational qualifications required for direct recruitment	NA
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	NA
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by deputation or transfer and percentage of vacancy to be filled by various methods	By Promotion
12.	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption is to be made	By Promotion from among the Daftry/Peon in the department in the pay in PB-1 with Grade Pay of Rs. 1800 with 5 Years regular service in the grade and having experience in record keeping.
13.	If a DPC exists, what is its composition?	<u>Group 'C' Departmental Promotion Committee for considering cases (for Promotion):</u> (i) IG (Prisons) — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF RECORD KEEPER

1. Is responsible for proper maintenance of records in the section/office.
2. To trace out old files/records as may be required by any member or staff in the section/office.
3. To verify the record/publications once in six months and report to the section officer/branch officer, if any file/Publications are missing/out for a considerable period.
4. To collect and distribute stationery to the members of the staff in the section/office under the supervision of section Diarist.
5. To see that all the tables records in the section present a neat & tidy appearance.
6. To ensure cleanliness in the section/office with the help of peons/sweepers.
7. To keep proper account of the articles of furniture etc. available in the section for any purpose, he should ensure that the same is received back in the section/office and kept at proper place.

8. To attend office half an hour earlier than the hour prescribed for the office i.e. at 8.00 a.m.
9. To attend to any other work which may be assigned to him by the section officer, dealing clerks and diarist of the section/office.
10. Any other work assigned by the controlling officer.

SCHEDULE -V**DRAFT RECRUITMENT RULES FOR THE POST OF PEON IN THE ANDAMAN & NICOBAR PRISON DEPARTMENT**

1.	Name of post	PEON
2.	No. of posts	02 (Two) 2010 (Subject to variation dependent upon workload)
3.	Classification	General Central Service Group 'C', Non-Gazetted, Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs.5200-20200 + GP Rs. 1800
5.	Whether selection post or Non-selection post	NA
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules?	Not applicable
7.	Age limit for direct recruit	18-33 years for Male 18-38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates.
8.	Educational qualifications required for direct recruitment	Essential: Must have pass in Secondary School Examination (Xth Std.) from a recognized Board/Institution. Desirable: i) Training in basic and Refresher Course in Home Guard/Civil Defence. ii). Ability to ride bicycle.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees ?	NA
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by deputation or by transfer and percentage of vacancy to be filled by various methods	Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/ absorption to be made	NA
13.	If a DPC exists, what is its composition	<u>Group 'C' Departmental Promotion Committee considering (for confirmation) consisting of:</u> (i) IG (Prisons) — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF THE PEON

1. A Peon is for general purpose, an attendant and will work as directed by the Officer/Office in which works.
2. He should come to office not later than 8.00 am.
3. He must always come to office in proper uniform which should be clean and his appearance should be neat & tidy.
4. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy.
5. He should remove all waste papers etc. for disposal as directed by the Officer or the Section Officer or the Branch concerned.
6. If he is attached to an Officer:-
 - a) he should keep the pencil sharpened, put other articles like pin-cushion, pen, scissors, eraser, clips, desk calendar etc. in their proper places;
 - b) he should keep slips of paper within easy reach inside the room for use of his Officer.
7. He should not leave office without permission of the Section Officer under whom he works. If he is attached to an Officer, he should not leave office before the Officer has left or until he is permitted by the Officer, concerned to leave.
8. Before leaving office, he should switch off all lights and close the doors and windows.
9. He should fill up the water jug, buckets etc. every morning and supply water to the Officer and staff, whenever required.
10. He should have a general idea about the arrangement for receipt of local and postal dak.
11. He should know the priority involved in the movement of papers marked "Immediate" and "Priority" and act accordingly.
12. He should know the location of—
 - a) all important offices such as offices of head of the Department Offices, Central Government Offices etc.;
 - b) residence of officers and carry dak to the offices/officials concerned whenever required.
13. He should know the working hours of the local Post and Telegraph Offices and Banks, for attending to the business there, as and when required.
14. He should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person.
15. He should not use the bicycle/motor cycle provided to him by the office for other than office work and should not undertake any repair without any approval of his superiors.
16. He must avoid personal work when he is sent out on official work.
17. He should know the description of stationery articles and various kinds of forms used in the office.
18. He should be very courteous and helpful towards members of the public visiting the office.
19. He should be polite and respectful towards all Officers and staff.
20. He should attend to any other office work as may be required of him.

SCHEDULE -VI**DRAFT RECRUITMENT RULES FOR THE POST OF SAFAIWALA IN THE ANDAMAN & NICOBAR PRISON DEPARTMENT**

1.	Name of post	SAFAIWALA
2.	No. of posts	06 (Six) 2010 (Subject to variation dependent upon workload).
3.	Classification	General Central Service Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs.5200-20200 + GP Rs. 1800
5.	Whether selection post or Non-selection post	NA
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules ?	Not applicable
7.	Age limit for direct recruit	18-33 years for Male 18-38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
8.	Educational qualifications required for direct recruitment	Essential: Must have pass in Secondary School Examination (Xth Std.) from a recognized Board/Institution.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees ?	NA
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by deputation or by transfer and percentage of vacancy is to be filled by various methods	100% by Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/ absorption to be made	NA
13.	If a DPC exists, what is its composition	Group 'C' Departmental Promotion Committee considering (for confirmation) consisting of: (i) IG (Prisons) — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF THE SAFAIWALA

- i. To keep the surrounding of prison complex neat clean.
- ii. To keep neat and clean toilet etc. of barracks and inside the prison.
- iii. He shall discharge the duties assigned by the Jailor/Dy. Jailor.

- iv. He will be responsible for drawing/ keeping the cleaning items.
- v. He must always be in proper uniform which should be clean, neat and tidy.
- vi. He must clean toilet daily and maintain the toilet in hygienic condition.
- vii. He is responsible to maintain accounts for cleaning materials supplied to him.
- viii. He should not leave the office without the permission of the section officer under whom he works.

He shall perform the duties other than abovementioned as per the order given time to time.

SCHEDULE -VII

DRAFT RECRUITMENT RULES FOR THE POST OF COOK IN THE ANDAMAN & NICOBAR PRISON DEPARTMENT

1.	Name of post	COOK
2.	No. of post	01 (One) 2010 (Subject to variation dependent upon workload)
3.	Classification	General Central Service Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs.5200-20200 + GP Rs. 1800
5.	Whether selection post or Non-selection post	NA
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules ?	NA
7.	Age limit for direct recruit	18-33 years for Male 18-38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidates.
8.	Educational qualifications required for direct recruitment	Essential: (i) Must have pass in Secondary School Examination (Xth Std.) from a recognized Board/ Institution. ii) Knowledge of cooking various type of food items. lii) Should qualify the trade test. Desirable: 2 years experience in the field in a reputed hotel/restaurant
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees ?	NA
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by deputation or by transfer and percentage of vacancy to be filled by various methods	Direct Recruitment
12.	In case of recruitment by promotion/ deputation/absorption grade from which promotion/ deputation/ absorption to be made	NA

13.	If a DPC exists, what is its composition	Group 'C' Departmental Promotion Committee considering cases (for confirmation) consisting of: (i) IG (Prisons) — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF THE COOK

- I. Cooks shall carry out all preparation and processes necessary after being issued the daily supplies and shall prepare the food with due care and attention.
- II. Cook shall carry out any other duties assigned by the Controlling Officer from time to time.

SCHEDULE -VIII

DRAFT RECRUITMENT RULES FOR THE POST OF BARBER IN THE ANDAMAN & NICOBAR PRISON DEPARTMENT

1.	Name of post	BARBER
2.	No. of posts	02 (Two) 2010 (Subject to variation dependent upon workload).
3.	Classification	General Central Service Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs.5200-20200 + GP Rs. 1800
5.	Whether selection post or Non-selection post	NA
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules?	NA
7.	Age limit for direct recruit	18-33 years for Male 18-38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates.
8.	Educational qualifications required for direct recruitment	Essential: (i) Must have pass in Secondary School Examination (Xth Std.) from a recognized Board/Institution. Desirable: Should possess good experience in hair cutting & shaving.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	NA
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by deputation or by transfer and percentage of vacancy to be filled by various methods	100% by Direct Recruitment

12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/ absorption to be made	NA
13.	If a DPC exists, what is its composition	Group 'C' Departmental Promotion Committee considering (for confirmation) consisting of: (i) IG (Prisons) — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF THE BARBER

- I. He should cut/shave the hair / beard inmates of the Jail as per the scale maintained in the Jail Manual 2004.
- II. He shall responsible for keep safe custody of shaving/cutting instruments.
- III. He should kept/destroy the waster blade in safe place.
- IV. He shall perform the duties assigned by the superior officers from time to time.

SCHEDULE -IX

DRAFT RECRUITMENT RULES FOR THE POST OF MAST LASKER/HELPER IN THE ANDAMAN & NICOBAR PRISON DEPARTMENT

1.	Name of post	MAST LASKER/HELPER
2.	No. of Post	01 (One) 2010. (Subject to variation dependent upon workload).
3.	Classification	General Central Service Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band with Grade Pay	PB-1 Pay Rs.5200-20200 + GP Rs. 1800
5.	Whether selection post or Non-selection post	NA
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules ?	NA
7.	Age limit for direct recruit	18-33 years for Male 18-38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
8.	Educational qualifications required for direct recruitment	Educational Qualifications: 1. Pass Xth Std. from a recognized Board or its equivalent Desirable: Having certificate for handling Fire Fighting equipments.

9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	NA
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by deputation or by transfer and percentage of vacancy is to be filled by various methods	Direct Recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	NA
13.	If a DPC exists, what is its composition	<u>Group 'C' Departmental Promotion Committee considering cases (for confirmation) consisting of:</u> (i) IG (Prisons) — Chairman (ii) Deputy Secretary (Law) — Member (iii) Suptd., District Jail — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF MAST LASKER/HELPER

1. He will assist the Radio Operator in connecting cable connections.
2. He will laid down the cable wires from the control to Mast Tower.
3. He is responsible for the antenna in the mast.
4. He will over see the status of the antenna and the cables.
5. Above all he has to attend to any other duties entrusted to him by the Radio Operators/ Superiors